

ELECTRONIC FILING

(a) *Acceptance of Electronically Filed Pleadings.* The Court will accept for filing documents submitted, signed or verified by electronic means that comply with procedures established by the Court in AO 5005-4 for its Case Management/Electronic Case Files (“CM/ECF”) system. This system receives documents filed in electronic form.

(b) *Terms.* The term “Filing User” is used to refer to those who have a court-issued log-in and password to file documents electronically. The term “Notice of Electronic Filing” is used to refer to the notice automatically generated by the CM/ECF system each time a document is filed.

(c) *Scope of Electronic Filing.* All cases and pleadings filed after April 1, 2002, are part of the Court’s CM/ECF system. All attorneys admitted to the bar of this Court (including those admitted *pro hac vice*), United States Trustees and their assistants, private trustees and others as the Court deems appropriate, must register as Filing Users of the Court’s CM/ECF system. All petitions, motions, memoranda of law or other pleadings and documents required to be filed must be filed electronically, except as expressly provided and in circumstances where the Filing User is prevented from filing electronically, e.g., the CM/ECF system is down.

(d) *Public Access.* Any person or organization, other than one registered as a Filing User under paragraph (b) of this rule, may access the CM/ECF system at the Court’s web site www.nhb.uscourts.gov by obtaining a PACER log-in and password. Those who have PACER access but who are not Filing Users may retrieve docket sheets and documents, but they may not file documents.

In connection with the filing of any document in the CM/ECF system, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically-identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.

Information posted on the CM/ECF system must not be downloaded for uses inconsistent with the privacy rights of any person.

Cross-References:

- AO 5005-4 (*Electronic Filing*)
- LBF 5005-4A (*Declaration Regarding Electronic Filing for Petitions, Schedules and Amendments to Schedules*)
- LBF 5005-4B (*Declaration Regarding Electronic Filing for Documents Other Than Petitions, Schedules and Amendments to Schedules*)
- LBF 9072-1 (*Proposed Order*)